Present (in person): Beth Boyson, Janice Kalvig, Stephan Licitra, Victoria Lowe, Carrie Nelson, Laura Tretter, Cara Orban, Katy Rende
Present (online): Carly Delsigne, Abbi Dooley, Jemma Hazen, Jodie Moore, Lyndy Parke, Paulette Parpart, Dave Shearer
Not present: Amy Fugate, Jennifer Hossack

Meeting was called to order at 9:00 AM
Minutes from August 23, 2017 online meeting were approved.
Welcome to new members Victoria Lowe (Sheridan County Public library in Plentywood) and Abbi Dooley (North Lake County Public in Polson). Two upcoming resignations were also shared. Janice Kalvig will be retiring from ImagineIF at the end of May and Carrie Nelson will resign in August as FVCC joins TRAILS academic library consortium.

UPDATES
Updates (Stephan):
- Since the last meeting, WorkFlows has moved to SAAS hosted instance.
- The MSC held its first entirely online members meeting.
- A Fall membership survey was conducted.
- The Bylaws subcommittee created some documents and will present this work during meeting.
- Cataloging help will be offered as a pre-conference session at MLA. People can bring any un-cataloged items, no matter how weird, to the "Island of Misfit Items" table. Anyone who can help with this is welcome.

Updates (Jemma)
- Two new libraries joined the MSC: Yellowstone Christian College and Big Sandy Schools. They are retro cataloging. MSC staff spent 2 days training on WorkFlows. This training will be available on Vimeo.
- There are two new MSC applicants, a tribal library and a large public.
- New MSC staff members Katy Rende and Rebekah Kamp are fantastic! Amy and Jemma are breathing sighs of relief now that these staff positions are filled. Rebekah has been focusing on BlueCloud Analytics. Tickets for this product are getting closer to normal levels.
- OCLC monthly uploads need to be suspended for the month of March. Items will remain in Discard and the scan/delete will be sent to OCLC on April 2nd.
- Serial Control changes are upcoming to prevent items mysteriously disappearing from WorkFlows. Library prefixes will be added to current Serial Control numbers to make them all unique. Amy will append numbers currently in the system. Going forward, libraries will add their own unique prefix to any new Serial Control (take out any dashes)

Training Updates (Katy):
- BlueCloud Analytic training will be coming in Spring and possibly into Fall.

- Katy is adding Closed Captioning to Winter Cataloging training. She will create new training documents (A SmartPort walkthrough, Ephemeral Best Practices, Transferring Items, Discard vs. Delete, Adding 3xx field to records). Cross-linking to the MSC curriculum from the Standard Cataloging Procedures will be done in future revisions of SCP.

Enterprise Update:
- Rebekah is working on cleaning up Enterprise; making it better for mobile browsing, updating ADA themes, fixing broken widgets. There will be an update to the new 5.0 release. The date has not been scheduled yet. It will not require any downtime for MSC. The update will result in more stability and include https security measures. Enterprise doesn't use Authority Control which means there are no "See Also" references for pseudonyms.   Reminder: Enterprise is not supported by Microsoft Explorer or Edge browsers. It works best on Chrome, Firefox, or Safari 8 or 9.
- Staff Notes from WorkFlows have been appearing publically in some profiles on Enterprise. This is due to custom changes that were made when setting up Enterprise profiles. Currently there is no way to allow only Public Notes, but not Staff Notes to display. It is all or nothing. It is possible that with upgrade, no notes will display. Jemma reported that Sirsi was not interested in having notes display at all. MSC members use both the Public and Staff notes for important reasons and want to keep the current functionality. A work-around could be figured out, but the hazard of work-around solutions is that they tend to break during upgrades.
- Jodie Moore represents the OPAC function on the CMC committee. She asked if anyone had any additional concerns to talk about and was interested in finding better ways to serve this function.

Acquisitions Pilot Project Update (Jemma):
- Pilot project libraries currently include Belgrade, Billings, ImagineIF, Sheridan County Public, Sidney, Drummond, and the State Law Library.
- The goal of the pilot project is to increase consistency. Missoula is planning to move to preprocessing materials when they move to their new building. Standard modular templates are needed with standardized procedures to save time on configuration, save money by making it easier to order together in bulk, and make it easier to see what others have on order in sharing groups.
- This won't affect libraries that are not using Acquisitions module.
- More information will be available after Acquisitions Pilot Meeting in March.

OLD BUSINESS
Appendix B and the CMC procedures update (Stephan and Jodie):
- Stephan presented the "Appendix B – Content Management Standing Committee Guidelines" that were put together by the subcommittee (Stephan, Jodie, Jemma). Discussion and a vote of approval by the CMC followed. The guidelines outline who is on committee, how people join or leave the committee, and acts as a guiding document for procedures of the CMC. The goal was to keep it open and general. Document will not be official until approved by the Executive Committee and Members Council.

- As part of this discussion, the time frame for the annual in-person meeting was changed from Feb/Mar to August. The historic reasons for holding the meeting in the early Spring no longer apply and travel conditions are better in August. As August is in the next fiscal year, this will still be ok with the budget cycle. The proposal was moved by Victoria, seconded by Beth.
- The subcommittee also reported on a longer document, "the CMC procedures" which expands on the guidelines from appendix B to giving more detail and guidance to the CMC. This document was approved by the CMC, but noted that section 7 on the mentorship program was incomplete. Task would be given to a subcommittee.

Cataloging Original Montana Materials (Paulette):
- Paulette spoke to the need for original cataloging for Montana related materials from small local presses and suggested forming a group of people willing to catalog Montana materials and help with the backlog. She recommended that Montana non-fiction be prioritized. Cataloging with material in hand produces much better records than scanned title pages, etc. sent back and forth. The courier system could be used to move materials back and forth.
- Some of the challenges discussed include:
  - How many people will realistically track time cataloging which is needed to show the work being done and its value? Cataloging skill is something that builds over time.
  - Jemma commented that the State Library will never be in a position to hire a centralized cataloger for these materials as they contract out.
  - Small libraries are willing to do original cataloging, they just don't want to mess it up.
  - Catalogers volunteering work on company time for people outside of their jurisdiction poses another challenge for some libraries.
- Solutions discussed included:
  - Growing a Mentor program for cataloging.
  - This could be an issue for the Technical Services Interest Group at MLA and involve more than just the MSC. The "Island of Misfit Items" table at the MLA Conference will provide assistance and encourage people to bring the stuff they are afraid to look at.
  - Provide templates for typical items (Dave suggested one for Cowbelle Cookbooks that are common in Eastern MT).
- Subcommittee formed to address original cataloging (Beth, Lyndy, Stephan, Laura, Paulette and Dave volunteered).

NEW BUSINESS
Authority Work:
- Stephan and Laura have completed specialized training and are now authorized to create NACO authority records. (NACO = Name Authority Cooperative Program) Participants contribute records for personal and corporate authors, geographic names, etc. to Library of Congress Authority File as part of the Montana NACO Funnel.
- The next quarterly Authority update is scheduled for March 16th.
- We need an authority cleanup, similar to past catalog record cleanup. Discussion ensued regarding relator terms creating multiple entries for same author. Authority work is not de-duping because of relator terms. Jemma has contacted Sirsi to find out more about FAST

headings. Jemma will share more on best way to disentangle authority cleanup when there is more information from SirsiDynix.

Hardback vs. Paperback books on records:
- There was concern that the Acquisitions Pilot project could result in more paperback works and poorer quality paperback records. Janice confirmed that Baker & Taylor was very good about putting fiction on hardback records when they order with EDI. Missoula will keep an eye on the records. Janice reaffirmed the importance of having fiction titles on one bib to alleviate issues with patron Holds. Dave has been ordering replacements for older copies and it is an ongoing problem for Fiction and Juvenile Fiction.
- Find-It-Fix-It continues as the official motto for maintaining a clean catalog.
- Stephan recommended talking to vendor reps as it will become a bigger part of our process.

MSC Fall Membership Survey (Jemma):
- Results of survey were reviewed. Time was reported as the biggest challenge to cataloging. Not all respondents made it to the end of the survey, but the answers that were submitted were beneficial. Was it worthwhile to expand with a better survey? Jemma thought probably not- people had too much survey fatigue.

Catalog Cleanup Project/Coordination (Jemma):
- Catalog cleanup is always needed. There is no budget to pay for it, it is all done on volunteer basis. Paulette and the Missoula Public crew, as well as Stephan have performed a lot this year. Jan Dawson from Livingston has completed training and is now authorized to transfer. When work is done on a volunteer basis it is hard to get good numbers on the extent of time spent on it.
- The Find-It-Fix-It motto still applies but the problem of repeat offenders continues. This problem is due to a number of libraries that continually bring in new duplicate records even when identical records are currently available in the catalog. They have been nonresponsive to repeated efforts to discuss/solve/receive training about the issue. It has become an issue of willful noncompliance rather than simply being unaware. This noncompliance with MSC standards and procedures creates unnecessary work for everyone else. The problem is extensive. Paulette reported that she had thousands of pages of data to sort through. This can't continue. We want Paulette spending time on work like original cataloging, not cleaning up after perpetual creation of unnecessary duplicate records.
- Solutions for Duplicate Non-Compliance:
  - Amy can write an API script to produce a list of duplicates and sent it to offending libraries. Duplicates would be flagged with a specific Category 5 to review. After the prescribed amount of time, anything still in Category 5 will be discarded. This procedure is consistent with how duplicates are handled with New libraries joining the MSC.
  - The committee granted Jemma permission to draft noncompliance of record standards language specific to duplicates. The drafted procedure and benchmarks will be discussed at the August meeting. Dave, Beth, and Jemma will serve on subcommittee to draft a noncompliance document.

- 007 for Large Type books
  - Paulette and Missoula Public staff worked on a project to clean up 007 tags for Large Type books. Abbi reported that she found the 007 was not being added to many new large type books. It is important to distinguish these materials in Enterprise. Janice said that Baker & Taylor was good about adding it and Dave has added it to many old records. Jemma can add 007 to records using Marc Edit and is willing to host Marc Edit training in the next six months.

SCP proposals for edits:
- Sections to revisit include Serials, specifically discrepancies on following 6.7.2
- Ambiguous series, especially important for schools with graphic titles
- Provide useful information on local collections (seed libraries and circulating tool collections for example).
- Make official procedures on how to handle equipment
- Subcommittees formed
  - Serials & Series: Lyndy, Jemma, Stephan
  - Local Records: Beth, Jemma, possibly Jan Dawson who is creating a new tool and seed library

Mentor Program Subcommittee:
- Subcommittee formed to reassign libraries to adjust for retirements and considerations like geographic area and volume of libraries. (Jemma, Victoria, Laura, Stephan volunteered).

Elections:
- Vice Chair- Stephan will stay on as Chair, and Carrie will serve as Vice-Chair until the Fall meeting when a new election will be held.
- Beth volunteered to be Secretary for the next meeting.

Next meeting will be held in-person in August 2018.
Meeting adjourned 3:00.